

**Figure 5-6. Sample of DA Form 2062**

subhand receipt holders. Normally, replenishment of consumable will be a responsibility of the hand receipt holder. The PBO, commander, or S-4 depending on who keeps the expendable/durable document register, records durable component shortages. The person responsible for keeping document registers (PBO, commander, or S-4) will validate component shortages. They do this by initialing and dating the "quantity" column of DA Form 2062 after the last entry. Note: It is "recommended" that the person issuing the shortage annex also enter the document number of the request on which shortage items have been ordered in block b. This will assure the customer that items have been placed on order, and simplify the reconciliation process between both parties.

c. Prepare hand receipt annexes in two copies. The preparer keeps the original; the hand or subhand receipt holder keeps the copy. File hand receipt annexes with the related hand or subhand receipt. Figure 6-1 gives instructions for preparing DA Form 2062 as a hand receipt annex.

d. Keep hand receipt annexes current. Do this by posting changes as they occur or by using change documents. When change documents are used, follow the procedures in paragraph 5-3d. When all shortages listed on the hand receipt annex are filled, remove from the file and destroy.

e. Use aircraft inventory record to control components of aircraft and other items which complete the aircraft. (See DA Pam 738-751 for the procedures.)

## 6-2. Component hand-receipt procedures

a. A hand receipt for sets, kits and outfits (SKO) is a list of all components of an SKO less expendable consumable that have been issued to a using individual called a component hand receipt. A component hand receipt may also be used when first issuing property to a person that has supervisory responsibility over the user. Figure 6-2 gives instructions for preparing DA Form 2062 as a component hand receipt for SKOs. A Supply Catalog is a DA publication. It is a configuration control document which provides the user the identification of an SKO and its components. It also provides supply management data and is an accountability aid. Section I of the SC provides instructions on using the SC as a hand receipt for an SKO.

b. A hand receipt for an end item with components is an item description of the end item followed by a list of all components called a component hand receipt. Figure 6-3 gives instructions for preparing DA Form 2062 as a component hand receipt for end items with components. The user accepts responsibility for the end item and its components by signing the component hand receipt.

c. When available, preprinted DA Forms 2062 will be used for component hand receipts.

*Note.* The preprinted hand receipt is designed to be used as an issue document only. The HR will not be used as a basis for ordering items.

Remarks codes from Supply Catalogs must be considered when an SKO is documented. Items which are not authorized based on the remarks codes will be lined through on the HR. Preprinted DA Forms 2062 are published in conjunction with selected TMs for end items with components. Available preprinted DA Forms 2062 are identified in DA Pam 25-30 by the letters "HR" after the TM number. Previous editions of DA Form 2062 published prior to January 1982, in SCs or TMs should continue to be used until TM is updated with current form. Use blank DA Forms 2062 when preprinted forms are not available. In the ARNG, the use of ARNG components lists for items not listed in SCs or TM HRs is mandatory.

d. The component hand receipt is the record of responsibility for items listed on it. It is also the record that validates all component shortages less expendable consumable between the primary hand receipt holder and the "user;" therefore, hand receipt annexes are not required. Use a component hand receipt when issuing an SKO or end item with components that:

- (1) Have an individual basis of issue.
- (2) Are to be issued to the using individual.
- (3) Include special tools, test, measurement, and diagnostic

equipment (TMDE) and other special equipment authorized by a repair parts and special tools list (RPSTL) contained in technical manuals. These items are not individually accounted for on property book records, but because of their nature, require control.

e. Component hand receipts will be prepared by the person issuing the property. Prepare component hand receipts in two copies. The preparer will keep the original. The using individual will keep the copy. The user's copy will be filed or kept with the issued equipment. File component hand receipts according to AR 25-400-2, as applicable.

f. Keep component hand receipts current. Do this by posting changes as they occur or by using change documents. When change documents are used, follow the procedures in paragraph 5-3d.

## 6-3. Tool room or tool crib procedures

a. Tool sets, kits, or outfits (SKO) that are not issued to using individuals are stored in and issued from a tool room or tool crib (referred to as a tool room). Tool sets which must be immediately available to perform time critical/emergency maintenance actions to prevent systems failure are not required to be secured in a tool room. Responsibility for these tools will be assigned to the on duty supervisor. In cases where shift changes require more than one person to have access, the tool set must be inventoried and signed for, using procedures in paragraph 6-2 above. Control tool room keys and restrict tool room access to essential supervisory and operating personnel. One of these individuals will accompany visitors in the tool room. The tool room custodian is responsible for all tools in the tool room. Tools issued from the tool room become the personal responsibility of the recipient (user). Only authorized personnel are allowed to sign for tools from the tool room and will sign for all tools they receive, including expendable tools. The responsible officer provides a list of personnel authorized to draw tools from the tool room; the tool room custodian keeps a copy of the list and confirms the identity of personnel requesting tools by checking identification cards when the person is not familiar. When more than one SKO is maintained in the tool room, do not mix tools among the SKOs. Use AR 735-5 to account for lost, damaged, or destroyed tools stored in or issued from the tool room.

b. Controlling issues of tools for one day or less. When tools are issued for 1 day or less, use a log or temporary hand receipt. If a log is used, the SKO hand receipt holder determines the type of log, such as a log book, locally designed form, or card file.

(1) *Log procedures.* Prepare a separate log for each SKO on hand. The log will be prepared for the end item only, i.e. a major SKO may contain individual sets, kits within the set. Do not prepare a log for each SKO within the end item. The log may be maintained using DA Form 5519-R. Minimum log entries are: NSN and noun nomenclature of the tool, quantity issued, date of issue, signature of individual receiving the tool, and initials of the tool room custodian when the tool is returned. All entries are in ink. Check the log at the end of each work day or shift to ensure that all tools are returned. Destroy the log/register page when all tools are returned on that page.

(2) *Card file procedures.*

(a) Use 5- by 8-inch cards. Prepare a separate card for each tool authorized in the SKO. When more than one tool has the same NSN, prepare a separate card for each. Attach tabs to cards for tools not on hand that are listed on the hand receipt annex or for lost, damaged, or destroyed tools being processed under AR 735-5. Prepare a separate card file for each SKO in the tool room. Enter the NSN, tool nomenclature, and the LIN of the SKO to which the tool belongs at the top of each card if the card file is kept in a card box; at the bottom of the card if the card file is kept in a visible index file. Use the rest of the card for dates of issue, signatures of the individuals receiving the tool, and initials of the tool room custodian upon each return of the tool. All entries are in ink. When the card is filled, destroy it and make a new one.

(b) File the cards in NSN, NIIN, or nomenclature sequence. Once a filing sequence is chosen, use the same sequence for suspense files. When a tool is issued, file the card in a separate suspense file reserved for issued tools. Use separate suspense files for each SKO

card file. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned.

(c) When a tool is issued from the tool room for more than one day on a temporary or permanent hand receipt, file copy number 2 of the hand receipt with the card for the tool issued in the issued tool suspense file. Keep them separate from daily issue cards. If more than one tool is issued on the hand receipt, pull all cards for the tools listed on the hand receipt. Arrange them in the same sequence as they are listed on the hand receipt. Attach them to the number 2 copy of the hand receipt and file them in the suspense file in the NSN, NIIN, or nomenclature sequence for the first tool listed on the hand receipt. Refile them in the SKO card file when the tools are returned.

(3) *Temporary hand receipt procedures.* When using temporary hand receipts for daily issues, prepare DA Form 3161 in 3 copies (para 5-4). If more than one SKO is stored in the tool room, enter the SKO LIN in block 8. File them in a separate suspense file for each SKO. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned.

c. Controlling issues of tools for more than one day but less than 31 days. Use a temporary hand receipt. Prepare DA Form 3161 in three copies (para 5-4). Find out how long the recipient needs to use the tool. Assign a return date and enter it in the "Date Materiel" block. File the original in a suspense file arranged in alphabetical sequence by the recipient's last name. File copy 2 in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give copy 3 to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt.

d. Controlling issues of tool for 31 days and longer. Use a permanent hand receipt (para 5-3). Prepare DA Form 2062 in 3 copies. Find out how long the recipient needs to use the tool. Assign a return date and enter it in the top margin of the DA Form 2062. File the original in a suspense file arranged in alphabetical sequence by the recipient's last name. File copy 2 in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give copy 3 to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt.

e. Controlling issue of special tools attached to Aircraft. The following procedures apply only to those special tools which are attached aircraft for extended periods while maintenance is being performed. The tool room operator will identify tools in this category and set up a special log to allow tools to be issued for a period not to exceed 5 working days. The tool user will sign for the

item(s), and will not be required to re-sign for the tool(s) until the 5 day period has expired. If the tool is still attached to the aircraft after 5 days, a visual inspection will be performed by the tool room operator and the period extended for another 5 working days. Note: These procedures apply only to units which maintain aircraft such as AVIM, and AVCRAD.

#### **6-4. Cash sales of handtools**

a. When an individual loses a unit handtool and admits liability for the loss, the individual may voluntarily, or in response to a request, offer payment of the value of the hand tool in cash or by check. Do not demand cash payment. If handtools are not stocked in the SSSC, or if the SSSC advises that specific handtool required is not available for sale, prepare and process DD Form 362 (Statement of Charges/Cash Collection Voucher), under AR 735-5 and make necessary hand receipt adjustments. If handtools are stocked at the SSSC:

(1) Prepare a written authorization statement in three copies signed by the commander, supervisor, or designated representative of the unit or activity for which the tool is being replaced. Include the statement, "Rank (or grade) and name is authorized to purchase the following handtool(s) authorized this unit (or activity)." The handtool(s) will remain the property of the U.S. Government. "Allowable depreciation is chargeable to (accounting classification)." Following the statement, list the NSN, nomenclature, and quantity of each handtool authorized for purchase. Include the unit's SSSC account number. Coordinate with the SSSC manager to determine if additional local requirements apply. Purchase of handtools from the SSSC for personal (private) use is prohibited. In the ARNG, USPFO sale of handtools to ARNG technicians and ARNG members is optional.

(2) File one copy of the authorization statement in a suspense file. Send the individual to the SSSC with the original and one copy of the authorization statement.

b. When the individual returns to the unit with the replacement handtool(s) and/or completed authorization statement, copy three (suspense) may be destroyed. The individual making the purchase retains copy two. Retain this copy until the unit has been inspected or audited. If the SSSC-annotated copy shows that some or all of the tools were not purchased because they were temporarily out of stock, or for any other reason, prepare and process DD Form 362 or DA Form 4697 (Department of the Army Report of Survey), as appropriate, per AR 735-5.

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Legend for Figure 6-1;

When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.

- (9) Quantity** Enter the number of end items to which the annex applies.

**Column a** Enter the stock number of the missing item.

**Column b** Enter a description of the missing item.

**Column c** Enter the accounting requirements code (ARC) of the missing item (pencil, ink, or typewriter entry).

**Column d** Leave blank.

**Column e** Enter the unit of issue of the missing item (pencil, ink, or typewriter entry).

**Column f** Leave blank.

**(A thru F)**

1. Enter the quantity missing for each item listed. Line out all unused blocks in columns with recorded quantities.
2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when the person that validated the shortages is replaced.
3. The person filling the position identified in the "From" block will initial and date the last page under the last recorded item (ink entry). Shortages must be validated by the current responsible person.

Page Self Explanatory.

*Note.* Make all entries in ink or by typewriter unless otherwise stated.



Legend for Figure 6-2;

Completion instructions by column or block for DA Form 2062 as a component hand receipt.

*Note.* When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.

**(1) Title** Line out “Annex Number.”

**(2) From** Enter the name of the organization, unit, section, or squad which issues the property.

**(3) To** Enter the name and rank of the person receiving the property (pencil entry). TOE/MTOE/TDA/MTDA paragraph, line number, and job title may be added as optional information.

**(4) Hand Receipt Number** Enter a locally designed number.

**(5) End Item Stock Number** Enter the stock number of the end item. Enter LIN if the item has one.

**(6) End Item Description** Enter a description of the end item.

**(7) Publication Number** Enter the description of the publication that contains the Basic Issue Items List (BIIL), Components of End Items (COEI) list, Additional Authorization List (AAL), mandatory discretionary components or other components list for the item.

**(8) Publication Date** Enter the date of the publication listed in the “Publication Date” block.

**(9) Quantity** Enter the number of the listing when the hand receipt is used as a component hand receipt or hand receipt. When used as a hand receipt annex for shortages, enter the number of end items to which the annex applies.

**Column a** Enter the stock number of all components of the end item.

**Column b** Enter a description of each component of the end item.

**Column c** Enter the accounting requirements code (ARC) of the component (pencil, ink or typewriter entry).

**Column d** Enter CIIC formerly, SEC of the component (pencil, ink or typewriter entry).

**Column e** Enter the unit of issue of the component (pencil, ink or typewriter entry).

**Column f** Enter the quantity authorized to be on hand (pencil, ink, or typewriter entry).

**(A thru F)**

**1.** Enter the quantity on hand for each component listed. When used as a hand receipt annex for shortages, enter the quantity short for applicable components. Line out all unused blocks in columns with recorded quantities.

**2.** Advance all quantities to the next column when quantities change. Quantities must be advanced when changing hand or sub-hand receipt holders.

**3.** The person receiving the property will sign, enter his or her rank, and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.) When using the component hand receipt as a hand receipt shortage annex, the person filling the position identified in the “From” block signs and dates (ink entry) the last page under the last recorded item. The current responsible person must validate shortages.

**(10) Page** Self-explanatory.

*Note.* Make all entries in ink or typewriter unless otherwise stated.

HAND RECEIPT		FROM	TO	HAND RECEIPT NUMBER							
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG		2nd Plt Ldr A Co, 2nd Signal Bn	SP4 Richard J. Cherry III	2-1							
END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY							
2320-01-044-0333	Truck, M888	TM 9-2320-266-10-HR	31 May 83	1							
STOCK NUMBER	ITEM DESCRIPTION	*	SEC	U	QTY	QUANTITY					
a	b	c	d	e	f	A	B	C	D	E	F
2320-00-579-8942	TRUCK, Cargo, 1-1/4 Ton, 4X4 M880	N	U	EA	1						
2320-00-579-8943	TRUCK, Cargo, 1-1/4 Ton, 4X4 M881	N	U	EA	1						
2320-00-579-8957	TRUCK, Cargo, 1-1/4 Ton, 4X4 M882	N	U	EA	1						
2320-00-579-8959	TRUCK, Cargo, 1-1/4 Ton, 4X4 M883	N	U	EA	1						
2320-00-579-8985	TRUCK, Cargo, 1-1/4 Ton, 4X4 M884	N	U	EA	1						
2320-00-579-8989	TRUCK, Cargo, 1-1/4 Ton, 4X4 M885	N	U	EA	1						
2320-00-579-8991	TRUCK, Cargo, 1-1/4 Ton, 4X2 M890	N	U	EA	1						
2320-00-579-9046	TRUCK, Cargo, 1-1/4 Ton, 4X2 M891	N	U	EA	1						
2320-00-579-9052	TRUCK, Cargo, 1-1/4 Ton, 4X2 M892	N	U	EA	1						
2310-00-579-9078	TRUCK, Ambulance, 1-1/4 Ton, 4X4, M886	N	U	EA	1						
2310-00-125-5679	TRUCK, Ambulance, 1-1/4 Ton, 4X2, M893	N	U	EA	1						
2320-01-044-0333	TRUCK, Telephone Maintenance, Tactical, 1-1/4 Ton, 4X4, M888, USA No. 6F 4130	N	U	EA	1	1					
COMPONENTS OF END ITEM (COEI)											
NOT APPLICABLE											

\* WHEN USED AS A  
 HAND RECEIPT, enter Hand Receipt Annex Number  
 HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes  
 HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

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STOCK NUMBER	ITEM DESCRIPTION	*	SEC	U	QTY	QUANTITY					
a	b	c	d	e	f	A	B	C	D	E	F
BASIC ISSUE ITEMS (BIT)											
	JACK 3634004 (86403)	N	U	EA	1	1					
5120-00-152-2308	JACK HANDLE	D	M	EA	1	1					
	LUG WRENCH 3634409 (86403)	D	U	EA	1	1					
4210-00-889-2221	FIRE EXTINGUISHER, Portable with mounting bracket	J,K	X	U	EA	1					
	LADDERS, (Set), SEL 24 (45826)	L	D	U	EA	1					

Richard J. Cherry III SP4, 11 Feb 87

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Figure 6-3. Sample of a DA Form 2062 for hand receipt with end item components

Legend for Figure 6-3:

Completion instructions by column or block for DA Form 2062 as a component hand receipt of an end item with components.

*Note.* When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.

**(1) Title** Line out "Annex Number."

**(2) From** Enter the name of the organization, unit, section, or squad which issues the property.

**(3) To** Enter the name and rank of the person receiving the property (pencil entry).

**(4) Hand Receipt Number** Enter a locally designed number.

**(5) End Item Stock Number** Enter the stock number of the end item.

**(6) End Item Description** Enter a description of the end item.

**(7) Publication Number** Enter the description of the publication that contains the Basic Issue List (BIIL), Components of End Item (COEI) list, Additional Authorization List (AAL), mandatory discretionary components or other components list for the end item.

**(8) Publication Date** Enter the date of the publication listed in the "publication number" block.

**(9) Quantity** Enter the number of the listing when the hand receipt is used as a component hand receipt. When used as a hand receipt annex for shortages, enter the number of end items to which the annex applies.

**Column a** Enter the stock number of the end item, followed by stock numbers of COEI, BII, and AAL items.

**Column b** Enter a description of the end item, to include the make or model, and the serial/USA number, followed by item description of COEI, BII, and AAL items.

**Column c** Enter the accounting requirements code (ARC) for each item (pencil, ink, or typewriter entry).

**Column d** Enter the CIIC formerly, SEC code for each item (pencil, ink, or typewriter entry).

**Column e** Enter the unit of issue for each item (pencil, ink, or typewriter entry).

**Column f** Enter the quantity authorized to be on hand (pencil, ink, or typewriter entry).

**(A through F)**

**1.** Enter the number of the listing for the end item and enter the quantity on hand for each COEI, BII, and AAL item listed. When used as a hand receipt shortage annex, enter the quantity short for each COEI, BII, and AAL item listed.

**2.** Advance all quantities to the next column when quantities change.

**3.** Quantities must be advanced when changing hand or subhand receipt holders.

**3** The person receiving the property will sign, enter his or her rank, and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.) When using the component hand receipt as a hand receipt shortage annex, the person filling the position identified in the "From" block signs and dates (ink entry) the last page under the last recorded entry. The current responsible person must validate shortages.

**(10)** Page, Self-explanatory.

*Note.* Make all entries in ink or typewriter unless otherwise stated.

## Chapter 7 Management of Basic and Operational Loads

### 7-1. General

*a.* This chapter gives procedures for managing loads of all supplies except Class 8 medical repair parts and Class 9 for the Active Army. ARNG organizations (except ARNG SSAs) and USAR MTOE organizations will not keep basic loads for classes of supply in this chapter. This chapter also includes procedures for keeping the related records. Loads are a quantity of durable and expendable supplies kept by units to sustain their operations. There are three types of loads: basic loads, operational loads, and prescribed loads.

(1) Basic loads are MACOM designated quantities of class 1 through 5 and 8 supplies which allow a unit to initiate its combat operations. Basic loads are combat-deployable using organic transportation in a single lift. Basic load items subject to deterioration or having a shelf life are replaced as required. Excesses caused by unit pack may be kept and used.

(2) Operational loads consist of class 1,2,3,4,5, and 8 (except medical repair parts) kept by a unit to support operations for a given time. These supplies are combat-deployable only after essential-lift requirements are met.

(3) Prescribed loads are quantities of maintenance significant class 2 and 4, and 8 and 9 organizational maintenance repair parts that support a unit's daily peacetime organizational maintenance program. They are combat-deployable only after essential-lift requirements are met.

*b.* Chapter 2 gives procedures for requesting, receiving, and canceling items. Chapter 3 gives turn-in procedures.

### 7-2. Basic loads of class 1, 2, 3, 4, 5 (ammunition basic load) and 8 (except medical repair parts) supplies

*a.* MACOMs designate the units which must keep basic loads of Class 1, 2, 3, 4 (type classified only), 5 (ammunition basic load), and 8 (except medical repair parts) supplies. Use the method prescribed by the MACOM to establish stockage levels.

*b.* Account for basic loads of Class 1, and 5 supplies on the property book. Use the procedures in chapter 4. Records of responsibility are also required. Use proper procedures in chapter 5.

*c.* Inventory class 1 items semiannually and class 5 items monthly.

### 7-3. Basic loads of class 2, (durable and expendable), 3, 4, and 8 (except medical repair parts) supplies

*a. General.*

(1) MACOMs designate the units which must keep basic loads of Class 2, (durable and expendable), 3, 4, and 8 (except medical repair parts) supplies. Health care activities manage medical equipment repair parts under AR 40-61, chapter 6. MACOMs also prescribe the method of establishing the loads and stockage levels.

(2) The loads are managed by the element of the unit that keeps the expendable/durable document register.

(3) Items authorized for stockage must be on hand or on request. Chapter 2 gives request procedures.

(4) Records required for the loads are the DA Form 2063-R (Prescribed Load List) and the DA Form 3318 (Record of Demands-Title Insert). DA Form 2063-R will be reproduced locally on 8 1/2-by 11-inch paper. A blank copy of DA Form 2063-R at the back of this pamphlet. Keep one set of records for the Class 2 and 4 load. Keep another set of records for the Class 8 load. Do not consolidate the records.

(5) Use hand receipts if durable items in the load are issued. Chapter 5 gives hand receipt procedures.

(6) The loads must be inventoried when DA Forms 3318 are reviewed. (See f below.)

(7) The commander keeping the load is the approving authority for the load.

*b. Preparing DA Form 2063-R as a basic load list.* DA Form 2063-R is prepared as the basic load list. Prepare the form in